



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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April 23, 2007

Information Bulletin No.-WY-2007-017

To: Field Managers
Attention: Outdoor Recreation Planners
From: Acting Deputy State Director, Resources Policy and Management
Subject: Audit of Wyoming Commercial Special Recreation Permits (SRPs)
DD 5/04/07 and 5/11/2007

Purpose: The purpose of this Information Bulletin is to provide information regarding an upcoming audit of commercial SRPs in Wyoming. The planned audit is necessary for several reasons: (1) Periodic audits are one of the ways the Bureau of Land Management (BLM) can assure a fair, equitable, and consistent business environment for permittees, (2) audits assure that the American public receives fair market value from the commercial use of its public land, (3) this audit will help us determine if we are applying the SRP Handbook regulations appropriately. The Federal Land Policy and Management Act established a national policy requiring the BLM to charge fees and assure a fair return to the public for the commercial use of public land. The Federal Lands Recreation Enhancement Act (FLREA) also gives BLM authority to charge fees for SRPs.

Background: The Bureau of Land Management's 2007 Annual Work Plan for the 1220 program directs, "States that have not completed a statewide audit (contract by a certified public accountant) of their commercial Special Recreation Permit program within the past 5 years must do so." Wyoming is one of the States that is due for a statewide audit. The purpose of this audit is to determine how efficiently the program is being run and to determine if there are under/over payments as a result of inaccurate fee calculations by BLM, or as a result of underreporting by permittees.

The auditors will be contacting selected permittees to determine if the government has been properly paid for the use of public land authorized by SRPs. Auditors will focus on determining gross revenues related to permit use for the 2004 and 2005 season and will also be looking at claimed deductions and adjustments. The audit will begin in late May and end in August.

Policy/Action: The State Office will mail a letter to all commercial permittees notifying them of the upcoming audit. To facilitate this mailing, each Field Office should submit a complete contact and address list of commercial permittees that operated in the 2004 and 2005 season to the Wyoming Recreation Lead by May 4, 2007. If the commercial SRP information in the Recreation Management Information System (RMIS) is accurate and up-to-date for your Field Office, notice should be submitted in lieu of this list stating that your Field Office has reviewed the RMIS data and the commercial permittee contact information should be pulled by the State Office from that database.

Each Field Office should submit a list of commercial permittees to be considered for audit to the Wyoming Recreation Lead by May 11, 2007. Field Offices should provide a listing of at least five permits they request to be audited that represent a sampling of the type of activities permitted in their respective Field Office (e.g., river, outfitter and guide, Off-Highway-Vehicle (OHV) back country tours, therapeutic groups, etc.). We will focus our audits on permits with total annual receipts of \$500 and above. However, if there are concerns with suspected underreporting of permits with smaller annual receipts, they may also be submitted for consideration for inclusion within the audit.

The Wyoming Recreation Lead will compile a final list of 25 permits statewide. Each Field Office will have at least two permits audited. A second letter will be sent to these permittees notifying them that they have been selected for the audit. The letter will include information the permittee must make available to the auditor and general timeframes of the audit.

Specific permit information will be sent in advance to the auditor for their review from both the Field Offices and the permittees. The auditor will then interview the Outdoor Recreation Planner and permittee through field visits or telephone interviews.

If payment or other discrepancies are found, BLM will ensure proper payment or permit compliance. Where results show that underpayment is the result of inaccurate BLM fee calculations, BLM will not attempt to retroactively collect fees from the permittee. However, steps should be taken immediately to correct how the fees are being calculated so that future fee calculations and collections will be accurate. Overpayments will be returned to the permittee immediately. BLM will retroactively collect where underpayments result from permittee error; a payment schedule can be negotiated.

A statewide summary of the commercial permit audit and copies of relevant audit reports will be provided to each Field Office upon completion of the audit.

Timeframe: Field Offices should provide a complete list of all commercial permittees or verification that their RMIS information is accurate by May 4, 2007. Each Field Office should provide a list of at least five commercial permittee recommended for audit no later than May 11, 2007. The listing should be provided in the following format.

Name & Address of Permittee
Permit Number
Type of Permitted Activity
Total Annual Receipts
Telephone and fax numbers (if applicable)
E-mail address

Contact: If you have questions or concerns regarding this IB, contact Britta Hall, (307) 775-6106.

/s/ Martin G. Griffith